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8 March 1976

MEMORANDUM FOR: FBIS Space Committee

SUBJECT : Space Study

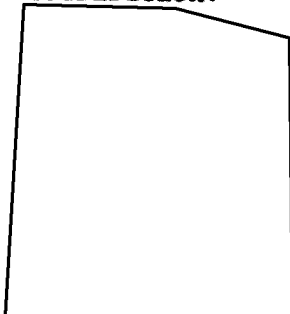
Your committee should be guided by the following:

1. Your first task is to determine whether the space needs of the various FBIS components, current or projected through FY 78, require major space shifts or renovation. Should you decide they do not, you should so report, and your work is at an end.
2. If you uncover serious current or projected space problems, you should decide the broad and practical outline of a space reallocation which would resolve them. The outline should be general, as the components would later arrange office and desk assignments and traffic flow, but sufficiently researched and plotted so that your proposals are practical.
3. In any proposals, the Director, FBIS' office must be in close proximity to E&PS. It should be borne in mind that the front office and Operations are in frequent contact. It would be useful but is not mandatory for Director, FBIS to be in reasonable range of the Administrative Office.
4. Your proposals are due to me by 31 May.

15/
[Redacted]
Acting Deputy Director
Foreign Broadcast Information Service

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